

UNITED STATES DEPARTMENT OF AGRICULTURE

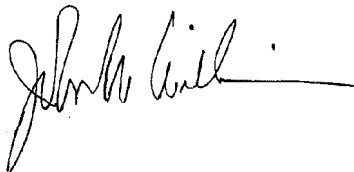
Farm Service Agency
Washington, DC 20250

Notice AS-2045

For: State Offices

Travel Information for Advanced Simplified Acquisition Training

Approved by: Deputy Administrator, Management



1 Overview

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Background

Notice AS-2041:

- provided State Offices with information about the Advanced Simplified Acquisition training class to be held July 15-19, 2002
- asked for confirmation of the proposed list of participants.

The list of participants has been finalized and hotel arrangements have been made.

B

Purpose

This notice provides:

- hotel and related travel information for participants
 - a list of class participants in Exhibit 1.
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Contact

If there are questions about this notice, contact Diane Cudd, MSD, at 202-690-1061.

Disposal Date

December 1, 2002

Distribution

State Offices

2 Training Session Information

A Reservation Information

A block of rooms has been reserved, in the participants' names, at the following:

Lansdowne Conference Center
44050 Woodbridge Parkway
Leesburg, Virginia 20176
1-800-541-4801.

The cost of the training, lodging and meals for all participants staying overnight at the Conference Center will be paid separately by MSD. Participants shall **not** claim any lodging or meal expenses when preparing their travel vouchers.

Note: Participants must have their USDA identification badge to receive the Government per diem rate.

Participants must:

- call the hotel at 1-800-541-4801 by Wednesday, June 19, 2002, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, July 14, 2002.

Note: All reservations will be held until 6 p.m. on arrival night.

Travel for Federal State Office participants shall be charged to Washington-controlled State Travel Funds. Each employee must have an approved AD-202, or FSA-164, as applicable, before incurring travel expenses.

This notice does not constitute an approved travel authorization.

Since there is no charge to the employee for lodging or meals, the employee shall be authorized a flat M&IE rate of \$2 per day.

B Transportation Information

Participants should arrive and depart from the Dulles International Airport. Transportation to the hotel is available by either an airport shuttle service or taxi. The cost is approximately \$16 per person, one way, and arrangements should be made directly with Lansdowne Resort at 1-800-541-4801.

Continued on the next page

2 Training Session Information (Continued)

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Class Location and Hours

The class will be held at the hotel. Check with the hotel for the exact room location. The class is scheduled to begin Monday, July 15, 2002, at 8 a.m. and end at 4:30 p.m. each day.

Exception: On Friday, July 19, 2002, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. Friday, July 19, 2002.

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Reasonable Accommodations

Notify the airlines and the hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Diane Cudd at 202-690-1061, e-mail at **diana_cudd@wdc.usda.gov** by June 19, 2002.

3 Documenting Training

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Using the Combined Administrative Management System (CAMS)

Participants or your State Training Officer shall document this training by using CAMS. The CAMS course number is 020069 and session number is 0002.

Direct questions about processing in CAMS to your State Training Officer or the Training and Development Branch, HRD to Joe Hoffman or Tom Montgomery at 202-418-9041.

Other participants that do not use CAMS shall complete SF-182 according to Agency training policy.

Training Class Participants

Office	Employee's Name
Alabama	Betty Stevens
Caribbean Area	Rafael Febo
California	Don Hemsath Robert Reed Tom Roberts Thomas Rushton
Florida	Gerry Johnson
Illinois	Lisa Rothschild
Iowa	Jerry Barten
Michigan	Julia Prine Maureen Meehan
Missouri	Mary Stubbs
Nevada	Diane Prowker
New Hampshire	Linda Grames
New York	Penny Froelick Nancy DeJohn Darla Mawson
North Carolina	Steve Riddick
Oklahoma	Nita Morris Amanda Tye
Rhode Island	Michael Francis
Tennessee	J.R. Kelly
Texas	James Douglass Ron Miller
Washington	Andy McCalip Andy Slipper
ITSD	Tonya Johnson-Garner DeLayne Gravelle
MSD	Jessie Bryan Jerald Greenwood
KCAO	Alease Williams
